e **Convert Text to Columns** Wizard is an easy way to separate simple cell content, such as first names and last names, into different columns. Depending on your data, you can split the cell content based on a delimiter, such as a space or comma, or based on a specific column break location within your data.

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| **Split content based on a delimiter** - This method works best if your names have a similar format, such as "First\_name Last\_name" (where the space is the delimiter) or "Last\_name, First\_name" (where the comma is the delimiter). | |
| 1. | Select the range of data that you want to convert. |
| 2. | On the Data menu, click **Text to Columns**. |
| 3. | In Step 1 of the Convert Text to Columns Wizard, click **Delimited** and then click **Next**. |
| 4. | In Step 2, select the type of delimiter in the Delimiters section. Click **Next**. |
| 5. | In Step 3, click a column in the Data preview window, and then click **Text** under Column data format. |
| Repeat this step for each column in the Data preview window. | |
| \*\*Important\*\* If you do not specify a new destination for the new columns, the divided data will replace the combined data. | |
| 6. | Click the icon at the right of the Convert Text to Columns Wizard. |
| 7. | Click **Finish**. |